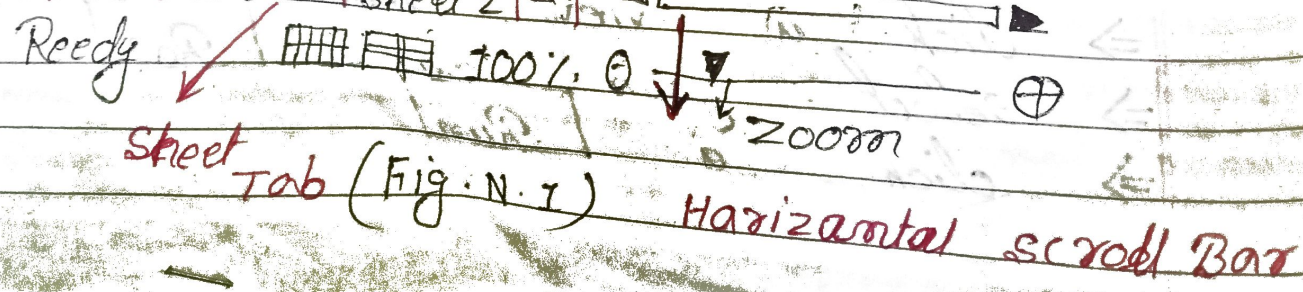


NAME BAR

Column Headers

Row Headers

	A	B	C	D	E	F	G	H	I	J	K	L	M	...	XFD
1			~												
2															
3															
4						200	400	=B4+4*C4							
5															
6							200	400	600						
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															



Name Box :-> Display the address of the current cell

* Formula :-> Display the current cell content.

* current cell :-> current cell will be active cell.

* Note :-> H cell content 32000 characters

* Row Headers :-> These are 10,48,576 row numbered as 1, 2, 3, ..., 10,48,576 as first number is 1 the last row number is 10,48,576 To go cell in last row.

* Note :-> (65536 row in office 2003) height -> 12.75 cm.

* column Headers :-> These are 16384 column numbered as A, B, C, D, E, ..., Z, AA, AB, AC, ..., XFD, as the last column number is 16,384 in alphabetical it.

* Note : → (256 column is office 2003)
is XFD






* ~~Cell width~~
Cell width : → 8.43 cm

* Scroll Box's : → used to scroll through different parts of current sheet.

* Sheet Tab : → Display the sheet names each work sheet is named as sheet 1, sheet 2, and sheet 3.

* Note : → Total no of sheet by default = 3

* Status Bar : → Display on the left side various mode like ready or edit mode. The status num lock caps lock and scroll lock key on keyboard on the right side.

- (i)  ⇒ Select
- (ii)  ⇒ Fill
- (iii)  ⇒ Drag and Drop
- (iv)  ⇒ cell Height
- (v)  ⇒ cell width

1. * Home * Tab *
clipboard :-

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Date _____
Page _____

- (i) Paste (ctrl + v) → Paste the contents of the clipboard.
- (ii) cut (ctrl + x) → cut the selecting from the document and put it on the clip-board.
- (iii) copy (ctrl + c) → copy the selected and put on the clipboard.
- (iv) Format Painter → copy Formatting from one place and apply in to another.

Font

- i) Font → change the font face.
- ii) Font size → change the font size.
- iii) Bold (ctrl + B) → mark the selected text bold.
- iv) Italic (ctrl + I) → I + ati size the selected font

- v) underline (ctrl + u) → underline the selected
- vi) increase font size → Increase the font size.
- vii) Decrease font size → Decrease the font size.
- viii) Bottom border → Apply the bottom border at the currently selected cells
- ix) fill colour → colour the background of the selected cell.
- x) font colour → change the font colour

* Alignment *

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m

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RS

- i) Top Alignment → Align text to the top of the cell.
- ii) middle Alignment → Align text so that it is centered between the top and bottom of the cell.
- iii) Bottom Alignment → Align text at the bottom of the cell.
- iv) Alignment text left → Align the text to left.
- v) center Alignment → center text.
- vi) Align text right → Align the text to the right.
- vii) wrap text → make all content visible within a cell by displaying it on multiple lines.
- viii) merge & center → Join the selected cell into one larger cell and center the contents in the new cell.
- ix) Decrease Indent (Ctrl + Alt + Shift + Tab) → Decrease the margin between the border and the text in the cell.

x) Increase Indent (Ctrl + Alt + Tab) → Increase the margin between the borders and the text in cell.

xi) orientation → Rotate text to a diagonal angle or vertical orientation

```

+++++++
+ < Numbers > +
+++++++

```

i) Number format → choose how the values in a cell are display.

ii) Accounting number format → choose on alternate currency format for the selected cell.

iii) Percent style (Ctrl + Shift + %) → Display the value of the cell as a Percent age.

iv) comma style → Display the value of the cell with a thousands separator.

v) Increase decimal → show more precise values by showing more decimal places

vii) Decrease decimal → show less precise values by showing fewer decimal places.

* ← styles → *

ii) conditional formatting → Highlight interesting cell.

iii) Format as table → quickly format as range of cells and convert it to a table by choosing a predefined style.

iii) cell style → quickly format a cell by choosing a predefined style.

~~* ← cells → *~~
* ← cells → *

ii) Insert → click here to insert cells, row or into the sheet as table.

iii) Delete → Delete rows, or columns from the table or sheet.

(iii) Format → change the row height
 as column with organise sheets
 as Protect as hide cells

* ← Editing → *

(ii) Sum (AH +=) → Display the sum
 of the selected display after
 the selected cells

(ii) Fill → continue a pattern into
 one or more adjacent cells.

(iii) clear → Delete everything from
 the cell as selectively
 remove the formatting the
 contents as the comments.

(iv) Sort & Filter → Arrange data so
 that it is easier to
 analyze.

(v) Find & Select → Find and select
 specific formatting as type
 at information within
 the work book.

	A	B	C	D	E	F
	Item	Quantity	Rate	Total	Discount	Net Account
1	Item	50	200	$= B_2 * C_2$	$= B_2 * 8\%$	$= D_2 - E_2$
2	Bag	10	10	10,000	5%	91200
3	Pen	100	150		8%	
4	Book	20	700		10%	
5	Jeans	15	300		6%	
6	T-shirt	10	5000/-		15%	
7	Monitor	9	6000/-		10%	
8	Keyboard	5	5000/-		12%	*
9	Chair	10	3000/-		8%	

D Total $\rightarrow = B_2 * C_2 \leftarrow$
 E Discount $\rightarrow = D_2 * 8\% \leftarrow$
 F Net Account $\rightarrow = D_2 - E_2 \leftarrow$

* Insert Tab *

★ Pivattable

	A	B	C	D	E
	Name	Sex	Age	Post	Salary
1	Name	Sex	Age	Post	Salary
2	Ram	Male	26	Doctor	45,000
3	Neha	Female	30	Teacher	31,000
4	Sanjay	Male	28	Eng	50,000
5	Sita	Female	29	MD	65,000
6	Sriti	Female	31	C.D.P.O	37,000
7	Shayam	Male	28	D.O	40,000

click the Pivattable \rightarrow Pivottable

Select a table or range Table / Range: <input type="text"/>	⇒ select the name salary row → click ok.
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	⇒ click the name click sex, click Age click Past, click

Salary फिर पूरा Data Display में show करने लगेंगे

* Tables: -

i) Pivot Table → Summarize data using a Pivot table.

ii) Table (control + T) → create a table to manage and analyze related data.

* Illustrations *

- i) Picture → Insert a picture from a file.
- ii) clip art → Insert clipart into the document.
- iii) shapes → Insert ready-made shapes into the document.
- iv) smart art → Insert a smart art graphic to visually communicate information.

- (i) column → Insert a column chart.
- (ii) Line → Insert a line chart.
- (iii) Pie → Insert a Pie chart.
- (iv) Bar → Insert a Bar chart.
- (v) Area → Insert a Area chart.
- (vi) scatter → Insert a scatter chart.
- (vii) other charts → Insert a stock surface Doughnut, bubble or radar chart.

इसके लिए हमें पहले करना होगा उसके बाद Data Ready में chart option उतारेगा।
click करने के बाद chart Data के बिना chart format, option रखना है।

Links

* Links *

- i) Insert Hyperlinks (Ctrl + K) → create a like a web page, a picture, an e-mail address, or a Programme.

* Text 2 *

- i) Text box → Insert a text box that can be positioned anywhere on the page.
- ii) Header and footer → Edit the header or footer of the document.

- iii) Word art → Insert document, text in your document.
- iv) signature line → Insert a signature line that specifies the individual who must sign.
- v) object → Insert or e-embedded object.
- vi) symbol → Insert characters that are not on your keyboard.

★ Page Layout Tab ★

★ Themes :-

- i) Themes → change the overall design of the entire document including colours, fonts, and effects.
- ii) Themes colour → change the colour for the current theme.
- iii) Themes fonts → change the fonts for the current theme.
- iv) Themes effects → change the effects for the current theme.

* Page Setup *

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Date

Page

- i) Margins → Select the margin sizes for the entire document or the current section.
- ii) Orientation → Switch the page between Portrait and landscape layouts.
- iii) Size → choose a page size for the current section.
- iv) Print Area → Mark a specific area of the sheet for printing.
- v) Breaks → Specify where a new page will begin in the printed copy.
- vi) Background → choose an image to display as the background of the sheet.
- vii) Print Title → Specify rows and columns to repeat on each printed page.

click the Print titles

Page Setup	?	X
Page Margins	Header/Footer	Sheet
Orientation		
<input checked="" type="radio"/> Portrait	<input type="radio"/> Landscape	
Scaling		
<input checked="" type="radio"/> Adjust to: 100% normal size		
<input type="radio"/> Fit to: 1 Page(s) wide by 1 tall		
Paper size	Letter	▼
Print quality	300dpi	▼
First Page number:	Auto	
Print	Print Preview	Options
OK	Cancel	

* Scale to fit *

- i) Width → Shrink the width of Printed output to fit a maximum number of Pages.
- ii) Height → Shrink the height of the Printed output to fit a maximum number of Pages.
- iii) Scale → Stretch or shrink the Printed output to a Percentage of its actual size.

* Sheet option * 67

- i) view gridlines → show the lines between row and columns in the sheet at make editing and reading easier.
- ii) Print gridlines → Print the lines between rows and columns in the sheet to make reading easier.
- iii) view headings → show row and column heading.
- iv) Print headings → Print row and column heading.

* Arrange *

- i) Bring to front → Bring the selected object behind all other objects.
- ii) send to back → Send the selected object behind all other objects.
- iii) Selection Pane → show the selection pane to the help select individual objects and to change their order and visibility.
- iv) Align → align the edge of multiple selected objects.

v) Group → Group objects together so that
can be treated like a single
object.

vi) Rotate → Rotate or flip the selected.

* 4. Formulas Tab *

- 1 Sum :-
- 2 Sub :-
- 3 Mul :-
- 4 Divi :-
- 5 % (Per) :-
- 6 Avg :-
- 7 count :-
- 8 count Blank :-
- 9 sum if :-
- 10 count if :-
- 11 Max :-
- 12 Min :-
- 13 Date :-
- 14 Time :-
- 15 Date and time :-
- 16 if :-
- 17 And :-
- 18 Not :-
- 19 upper function :-
- 20 lower function :-
- 21 Repl :-
- 22 Today :-

- 23 Days 360 : -
- 24 FV : -
- 25 Pv : -
- 26 PMT : -
- 27 TPMT : -
- 28 PPMT : -
- 29 FVHST : -
- 30 Or : -
- 31 TRUE : -
- 32 hen function → एक cell में कितना अक्षर है।
- 33 ctrl + i : - Date
- 34 ctrl + shift : - TIME

	A	B	C	D
1	Emp Name	ID	Post	salary
2	Ramk	201	MD	30,000
3	Ritu	202	ASST	20,000
4	Ricky	203	MGR	25,000
5	Rajesh	204	MD	35,000
6	Rahul	205	ASST	
7	Raj	206	MGR	32,000
8	Payal	207	Worker	10,000
9	vivek	208	MGR	30,000
10	Rani	209	MD	34,000
11	Anurag	210	Worker	
12	Partik	211	ASST	15,000

7) count :- = count (D₂:D1₂) ←

8) count Blank :- = count Blank (D₂:D1₂) ←
Ans :- 2

Anurag

~~Anurag~~

* Assignment (2) * 68

Date: / /
Page:

A	B	C	D	E	F	G	H
Student Name	Roll NO	Math	Hindi	Eng	sst	SNK	Total
1	Raj	201	99	89	75	92	82
2	Payal	202	97	98	57	93	85
3	Bina	203	27	23	30	35	40
4	Ram	204	16	33	30	85	33
5	Sham	205	78	55	79	80	85
6	Sony	206	89	58	80	78	79
7	Rajy	207	12	68	33	40	93
8	Raja	208	75	18	68	89	20
9	Rakhi	209	54	75	20	35	40
10	Priya	210	50	78	30	53	29

I	J	K	L	M	N	O
Per%	Division	Pass Fail	Grade	Mini	Max	Rank

H → Total → = sum (C2 : G2) ←

I → Per% → = H2/5 ← (Total Marks / Total subject)

J → Division → = IF (H2 >= 300, "1st", IF (H2 >= 250, "2nd", IF (H2 >= 180, "3rd", "Fail"))) ←

K → Pass Fail → = IF (H2 >= 180, "Pass", "Fail") ←

L → Grade → = IF (H2 >= 300, "A", IF (H2 >= 250, "B", IF (H2 >= 180, "C", "Fail"))) ←

M Mini \rightarrow = min (C2:G2) \leftarrow
 N Max \rightarrow = Max (C2:G2) \leftarrow
 O Rank \rightarrow = Rank (H2, H82 : H87) \leftarrow

* Formula Tab *

* Function library :-

- 1) Insert function (Shift+F3) \rightarrow Edit the formula in the current cell by choosing functions and setting the arguments.
- 2) Auto sum \rightarrow Display the sum of the selected cell directly after the selected cells.
- 3) Recently used \rightarrow Browse and select for a list of recently used functions.
- 4) Financial \rightarrow Browse and select from a list financial functions.
- 5) Logical \rightarrow Browse and selected from a list logical functions.
- 6) Text \rightarrow Browse and selected from a list of text functions.
- 7) Date and time \rightarrow Browse and select from a list of date and

time functions.

8) Lookup & reference \rightarrow Browse and select from a list of lookup & reference function.

9) Math and Trig \rightarrow Browse and select from a list of math and trig function.

10) More functions \rightarrow Browse and select from a list of statistical, Engineering, CPE and information function.

★ Defined Name

1) Name manager (Ctrl + F3) \rightarrow create, delete and find all the used the workbook.

2) Define name \rightarrow Name cell you can refer to their formula by that name.

Formula Auditing 71

Date: / /
Page:

- 1) Trace precedents → show arrows that indicate what cell effected the value of the currently selected cells.
- 2) Trace dependents → show arrows what indicate what cells effected by the value of the currently selected cells.
- 3) Remove arrow → Remove the arrows drawn by trace precedents or trace dependents.
- 4) Remove precedents arrows →
- 5) Remove dependent arrows →
- 6) show formulas (ctrl + `) → Display the formula in each instead of the resulting value.
- 7) Error checking → check for common errors that occur in formulas.
- 8) Evaluate formula → launch the evaluate formula dialog box to debug a formula by evaluating each part of the formula individually.

9) Watch window \rightarrow Monitors the value of certain cell as change are made to the sheet.

★ calculation

1) calculation \rightarrow Specify when formulas are calculated.

2) calculate sheet (shift + F9) \rightarrow calculate the current sheet now.

3) calculate NOW (F9) \rightarrow calculate the entire workbook.

* FORMULA'S *

1) FV Function \rightarrow Return the future value of an investment based on Periodic, constant payment and a constant interest rate.

Syntax: — = FV (Interest/condition, Term, Investment)

$$= FV (11\%, 12, 60, 100000) = 79,518.08$$

2) PMT Function \rightarrow calculates the Payment for a loan based on constant payment and a constant rate.

Syntax :- =PMT (Interest / condition, Term,
Loan Amount)

$$= \text{PMT} (11\% / 12, 60, 100000) = \frac{21174}{24}$$

3) Pv Function → Returns the Present value of an investment.

The Present value is the total amount the a series of future Payment is worth now. For example, when you borrow money for loan amount is the present value to the lender.

Syntax :- =Pv (Interest / condition, Term, Loan)

$$= \text{Pv} (11\% / 12, 60, 2174 \cdot 24) = 10 \cdot 0000$$

4) Sum → It is a Mathematical function used to add the numeric value in a range of cells. A maximum of arguments can be Provide.

Syntax :- = (A1:A5)

> **Average** :- calculates and returns the average of the numeric values in the range of cells. It is a statistical function.

Syntax :- =Average (A1:A5)

> **Maximum** :- Returns the largest value in the range.

Syntax :- =Max (A1:A5)

> **Minimum** :- Returns the lowest value in the range.

Syntax :- =Mini (A1:A5)

> **counts** :- counts the number of cells contains number in the specified range.

Syntax :- =count (A1:A5)

> **count blank**

Syntax :- =count blank (A1:A5)

> **sum if** :- sum if (range to check a range to total) criteria

Syntax :- =sum if (A1:A10, "Doctor", C1:C10)

count IF :-

Syntax :- = count if (range to check criteria)

= count if (A1:A10, "Doctor")

⇒ ctrl + shift + @ → change the time format

⇒ F6 / All → showing shortcut key of the menubar

⇒ ctrl + shift + : - Date

⇒ ctrl + shift + : - Time

⇒ ESC → cancel the formula

⇒ F12 → save as

⇒ F2 → Edit cell

⇒ F1 → help

* Review Tab *

Proofing :-

i) Spelling (F7) → check the spelling of text.

ii) Research :- Open a ~~rest~~ research task pane to search through reference materials.

iii) Thesaurus → suggests other words with a similar meaning to the word you have selected.

iv) Translate → Translate the selected text into the different language.

* comments *

i) New comments (Shift + F2) :- Add a comment about the selection.

ii) Delete :- Delete the Preview comment.

iii) Preview :- Select the Preview comment in the sheet.

iv) Next :- Navigate to the next comment in the document.

v) Show all comments :- Show or hide all link annotations on the sheet.

- 1) Protect sheet → Prevent unwanted change to data in a sheet by specify what insert or deletion can be changed.
- 2) Protect workbook → Restrict access to the work book by preventing new sheets from being created or by grant access only to specific people.
- 3) share workbook → Allow multiple people to work in a work book some time.
- 4) Protect and share workbook → share the workbook and protect it with a password at the same time
- 5) Allow users to edit ranges → Allow specific people to protect workbook or sheet.
- 6) Track changes → Track all changes made to the document including insertions, deletions and formatting changes.

* view Tab *
workbook * changes

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Date: / /

Page: _____

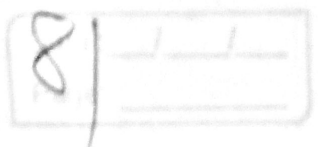
- i) Normal → view the document in normal view.
- ii) Page layout → view the document as it will appear on the printed page.
- iii) Page break Preview → view a Preview of where page will break when this document is printed.
- iv) custom view → save a set of display and print settings as a custom view.
- v) Toggle full screen → view the document in full screen mode.
- vi) show / Hide →
- vii) Rules → view the rules used to measure and line up objects in the document.

- (ii) Gridlines → show the lines between rows and columns in the sheet to make editing and reading easier.
- ~~(iii) message bar → view the formula bar in W~~
- (iii) message bar → open the message bar to complete and required actions on the documents.
- (iv) Formula bar → view the formula bar in which you can enter text and formula into cells.
- (v) Heading → show row and column heading.

* ← ZOOM → *

- (i) zoom → open the dialog box to specify the zoom level at the documents.
- (ii) zoom (100%) → zoom the documents at the normal size.
- (iii) zoom to selected → range at zoom the worksheet so the currently selected range at cell sizes entire window.

* 3 Page Layout Tab *



* Page Setup *

Page Setup

Page [Margins] [Header/Footer] [Sheet]

Orientation

Portrait Landscape

Scaling

Adjust to: [100] % normal size

Fit to: [1] Page (s) wide by [1]

Paper size Letter

Print Quality 300 dpi

First Page number Auto

[Print] [Print Preview] [Options]

[OK] [cancel]